



MATERIALS PURCHASED BY A DEPARTMENT PURCHASE ORDER FIELD SECTION 2001

2001.1 SCOPE. To establish procedures for inspection and reporting of materials purchased by a Department purchase order and not specifically covered in the subsequent FS-2000 series of this Manual. The requirements for these materials will be set forth in a bid request.

2001.2 PROCEDURE. Materials not covered in subsequent 2000 series are to be inspected as described in Field Sec 100 through 1072 of this Manual or in accordance with specifications contained in the bid request for the materials purchased. If there are no specific instructions, field inspections are to include identification of the material, dimension and weight [mass] requirements, and any field testing necessary to confirm the specification. If deemed necessary by the district Operations Engineer, samples may be sent to the Central Laboratory for further testing. If samples are submitted to the Laboratory, they shall be identified in accordance with [Automation Section AS-3510](#) of this Manual.

2001.3 REPORT. Materials being purchased by a Department purchase order and charged to Maintenance, Traffic, General Services or a Garage shall be reported using SiteManager. The report is to indicate acceptance, qualified acceptance, or rejection. Appropriate remarks are to be included in the report to clarify conditions of acceptance or rejection. The report is to show the purchase order number as well as all other data normally shown for that material.

2001.3.1 Distribute a paper copy of the report to the purchasing unit.

